

This Facilities & Classroom Allocation Checklist ensures that IQY Technical College maintains high standards for facilities and classroom allocation, focusing on safety, compliance, and effective use of resources to support quality education. The checklist covers a range of aspects from certification and safety to staff training and capacity management. The Audit outlines the key tasks and responsibilities for the facilities checklist audit, and subsequent discussions in the Senior Management Meeting. It aims to ensure a systematic approach to facility management, safety compliance, and continuous improvement.

Additionally, during the review process, this checklist serves as a tool for Continuous Improvement actions. The checklist also acts as a final record of approval by the Chief Executive Officer. The Chief Operating Officer is responsible for taking all necessary steps to address the items in this checklist.

<b>Date of audit:</b>	
<b>Audit Team:</b>	

	QUESTIONS	RESPONSE	COMMENTS
<b>1. Facilities:</b>			
	<u>Certification and Ownership:</u> Each training location has 9B certification for student safety.  Ownership or tenancy arrangements allow for educational use and lease duration is sufficient for student completion	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	<u>Safety and Compliance:</u> Facilities are regularly inspected for compliance with Occupational Health and Safety requirements.  Safety standards for specialized facilities, as per training packages or regulators, are met.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	<u>Cleaning and Amenities:</u> Professional cleaning services are arranged, and facilities are equipped with a first-aid kit and other amenities.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	<u>ELICOS Classroom Requirements:</u> ELICOS classrooms have more than 18 chairs with tables.  Equipped with multimedia teaching resources, including PCs, projectors, and sound systems.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	<u>VET Classroom Seating:</u> VET classrooms allocate seating capacity according to the training and assessment strategy.  Student support staff communicate enrolment projections to ensure capacity is not exceeded.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	<u>Premises Resources:</u> Adequate resources and premises are available to support quality course delivery.  Rooms, trainer studies, student recreation areas, private study areas, simulated training environments, and kitchen training facilities are appropriately provided.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	



<p><u>Private Counselling Room:</u></p> <p>Each training location has a minimum of 1 room allocated for private student counselling, available during operating hours.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<p><u>Facilities and IT Staff:</u></p> <p>At least one facilities manager and one IT facilities support officer are allocated per training site.</p> <p>At least one ELICOS Coordinator or Manager is assigned.</p> <p>Reception staff is present during operation hours, with at least 2 staff for both AM and PM shifts.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<p><u>Record Keeping:</u></p> <p>Ensure that records related to course delivery, attendance, and assessments are accurate and up to date.</p> <p>Confirm that records are easily retrievable for audits and reporting purposes.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<p><u>Certifications and Training:</u></p> <p>Appropriate staff have first-aid certification.</p> <p>Adequate staff have received necessary fire-warden training.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<p><b>2. Classrooms:</b></p>		
<p><u>9B Certification Compliance:</u></p> <p>Classroom capacities adhere to specifications mentioned in the 9B certification.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<p><u>Timetable Staggering:</u></p> <p>Timetables for course delivery in each classroom are staggered to avoid overlap.</p> <p>A systematic approach ensures uninterrupted transitions between different student groups.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<p><u>General Facilities:</u></p> <p>Check for cleanliness and organization of general facilities. Ensure that emergency exits are unobstructed.</p> <p>Confirm that fire extinguishers are in place and have not expired. Verify the functionality of emergency lighting.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<p><u>Classrooms</u></p> <p>Inspect classrooms for cleanliness and orderliness. Check seating arrangements and ensure they are in compliance with safety regulations.</p> <p>Confirm that audio-visual equipment is functioning properly. Ensure whiteboards/markers and other teaching aids are available.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	



<p><u>Amenities:</u> Check the availability and condition of restrooms.</p> <p>Confirm that break areas are clean and well-maintained.</p> <p>Verify the availability of first aid kits and their proper contents.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>	
<p><u>Safety Signage:</u> Confirm the presence and visibility of safety signage throughout the facility.</p> <p>Ensure that safety information is displayed prominently.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>	
<p><u>Security:</u> Check the functionality of security systems (if applicable).</p> <p>Verify that access control measures are effective.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>	
<p><u>Documentation:</u> Confirm the availability and accessibility of facility-related documentation.</p> <p>Check that records related to safety drills and incidents are maintained.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>	
<p><u>Printed Training Materials:</u> Verify that printed training materials are organized and available for use.</p> <p>Ensure that any damaged or outdated materials are timely replaced.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>	
<p><u>Submission:</u> Complete the checklist on the first Monday of every month.</p> <p>Submit the completed checklist to the CEO and COO.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>	

**SENIOR MANAGEMENT MEETING AGENDA**

**Responsibility: COO**

**Agenda Preparation:**

Include findings from the monthly facilities checklist audits.



**Discussion Points:**

Discuss any identified issues or non-compliance.  
Review corrective actions taken since the last meeting.  
Consider additional measures for continuous improvement

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**Action Items:**

Identify action items arising from the meeting.  
Assign responsibilities for addressing specific concerns.

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**Meeting Frequency:**

Schedule the Senior Management Meeting immediately following the completion of the review.

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